





Codec C60



Codec C20















The next generation Cisco TelePresence System team collaboration solution.

The Profile, the MX200, the Quick Set C20 and Quick Set C20 Plus, as well as solutions based on the Codec C Series, bring colleagues face-to-face at the touch of a button through a user-friendly touch screen interface.

Easily share presentations and multimedia to spark ideas and generate better discussions.

Cisco TelePresence Systems
Profile Series/Codec C Series/Quick Set C20/MX200

## Use with Cisco TelePresence Touch





# What's in this guide?

The top menu bar and the entries in the Table of Contents are all hyperlinks. Just click on them to go to the topic.

We recommend that you visit the Cisco web site regularly for updated versions of this guide. Go to: <a href="http://www.cisco.com">http://www.cisco.com</a>

This document describes the use of the Cisco TelePresence Touch with the Cisco TelePresence System Profile Series, Codec C Series, MX200 and Quick Set C20.

For a description of the use of these video systems with the remote control Cisco TRC5 (not applicable to the MX200), we refer to the TC4.2 User Guide, Remote control version, which is available separately for download.

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**Chapter 1**Getting started



### The basics of the Touch Controller



Call someone

Run presentations Camera control and settings

### Basic operating principles









### Selfview and camera control

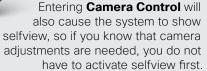


You may want to check how you appear on the screen. To do this, tap **Selfview** ...











Use + and - to adjust the zoom and the arrow keys to adjust the camera's angle. You may also define or edit camera presets in this menu, see

"Adding a near end camera preset" on page
6 for details.



Tap **Back** to go one level back, or tap anywhere outside to exit the menu.



### Adding a near end camera preset

Use Camera presets to quickly change your camera's pan, tilt and zoom-for example to change between participants and whiteboard presentation.

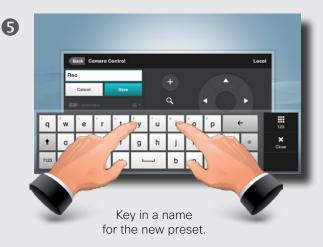






Adjust camera pan, tilt and zoom, as required.







Tap **Save** (**1**) followed by **Back** (**2**) to exit the menu.

6



### Changing an existing near end camera preset







Adjust camera pan, tilt and zoom, as required.



Tap the field to the right of the preset to be changed.



Tap **Update to current position** to change the preset.



Tap **Back** to exit the menu.



### Removing an existing near end camera prese







Tap the field to the right of the preset to be changed.





Tap **Back** to exit the menu.



### Camera whitebalance, exposure, and backlight compensatior



To do this, tap **More** ...



... then tap **Settings** to open the **Settings** menu.



Tap **Camera Control & Settings** to open the menu.



... then tap the **Manual** setting of **Whitebalance** and **Exposure** to adjust the settings or set them to **Auto** to let the system decide.

**Backlight compensation** improves the outgoing image when there is a strong light behind you.



Tap Exit when done.



### Sound matters

You may deactivate the microphone for privacy reasons, if needed (**①**).

Tap as outlined (2) to adjust the sound volume.



### Ring tones and sounds

To set ringtones and sound, tap More (1) followed by Settings (2). Then tap **Ringtone & Sound Settings** (3).



Set **Keytones** to **On** or **Off**, the **Ringtone volume** and select the ringtone of your choice. Tap **Exit** to go back.

### Do not disturb

When set to **Do Not Disturb**, ringtones are muted and call attempts made by others to reach you will appear as missed calls.

You may, however, place calls as much as you like. To activate Do Not Disturb, press the **Available** icon as outlined. Press again to deactivate.



You may also hide the Do Not Disturb poster by tapping **Hide**. This will not deactivate the Do Not Disturb, as such.

### Receiving calls

When someone calls you, the below display will appear. Tap **ACCEPT** to take the call or **DECLINE** to reject it.







**Chapter 2** Placing calls



### Calling someone by entering the URI





This will produce the virtual keyboard.

Tap **ABC** to switch to the QWERTY keyboard and tap **123** to switch to the numeric keyboard. Key in the number or URI (2)



tap the **START** button.





### Searching and calling an entry in any of the lists





... then tap **Search or Dial**.



Matches will appear as you write.
Searching will take place within
Favorites, Directory as well as
History (see the next page for
more on these).





... then tap the entry to be called (1) and then tap **START** (2) to place the call.





### Calling an entry in one of the lists











... then tap the entry to be called and the **Place a call** dialog box appears. Tap **Start** to place the call.



Favorites Directory History III

**Favorites.** The list of favorites is your own shortlist of people and places you frequently call or otherwise want to have easy access to.

**Directory.** The directory serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

**History** lists the received, placed and missed calls since the last time the list was cleared.



### Calling more than one



Calling several to initiate a video conference is an optional feature. If your system permits conferencing, you may set up a list of several participants and then call them all in one go. Ask your system administrator, if in doubt.

Enter a number or URI, or pick an entry from the **Directory**, the list of **Favorites**, or from the **History**.



Tap **ADD PARTICIPANT** as outlined to add the entry to the list of participants to be called.



Locate the next to be called.



Tap **Add participant** again. The maximum number of participants permitted will depend on your system configuration. Ask your system administrator, if in doubt.









**Chapter 3**Using Favorites,
Directory and History



### History

**History** lists the received, placed and missed calls since the last time the list was cleared.

Tap **History** to produce the list ...

... then tap an entry.



You will now be able to:

- Call the entry by tapping Start.
- Add the entry to an ongoing call (optional feature).
- Add the entry to Favorites.
- Edit the entry information and then place the call.
- Change the call rate settings.
- Remove the entry from the list.
- Clear the entire list. To do this, scroll as outlined beyond what appears to be the top of the list.
   A Clear List button will then appear as outlined.



### Directory

The **Directory** serves as your corporate phone book. This directory cannot be edited by you. You may, however, copy entries to your list of favorites and edit them there.

Tap **Contacts** (if needed) and then tap **Directory**. The directory is typically organized as folders.



Tap a folder (1) to show its contents, scroll (2) if needed to locate a folder or an entry within a folder.

Once located, tap the entry to call, edit or add to your list of favorites in the same way as with the history list.

It may happen that an entry copied from the directory to the list of favorites later is updated in the directory. This update will not be reflected in your list of favorites—you must then manually update the entry in the list of favorites.

### avorites

**Favorites** is your own shortlist of contacts you frequently call or otherwise want to have easy access to.

Adding to Favorites. To add someone to the list of favorites, locate the entry in **Directory** or **History** (as outlined) and tap it (1). This will produce a dialog box which allows you to tap Add to Favorites (2).



You may now edit the entry, if needed—just tap a field and the keyboard will be produced. Tap **Save** to put changes into effect



**Favorites** should be considered as an editable directory and is used in the same way as **History**.

### Searching

You may search for entries (numbers or URIs). Searches will be conducted within all the folders, i.e. within the **Favorites**, the **Directory** and the **History**.

Tap in the **Search or Dial** field and key in the name, URI or number. Matches will appear as you search.

Once located, tap the entry to call, edit or add to Favorites.



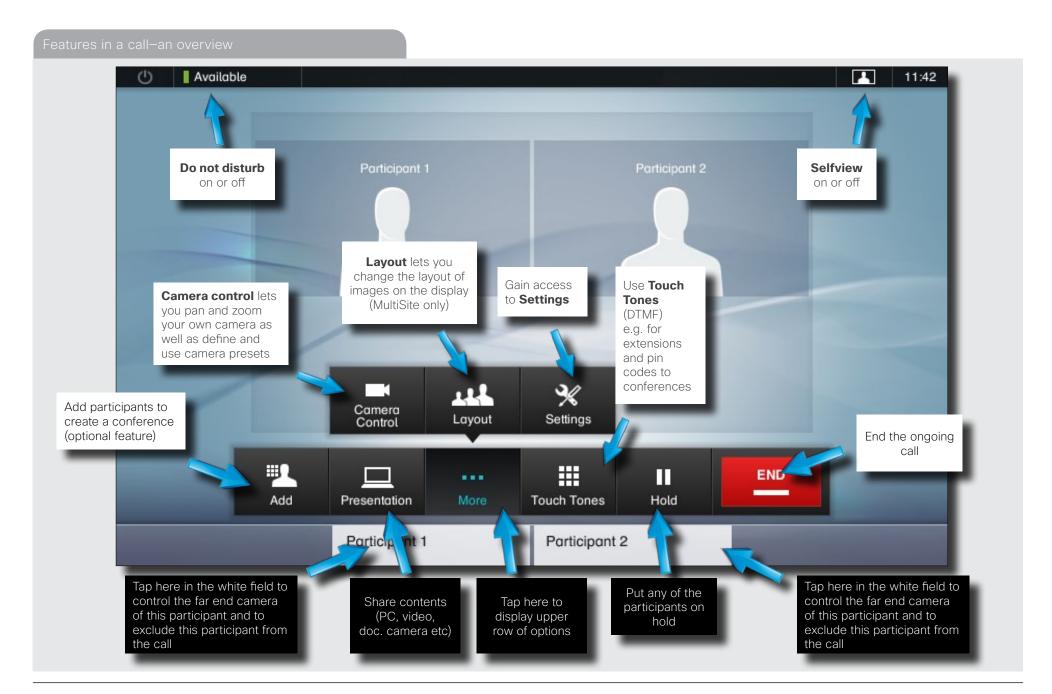
When searching within the corporate **Directory**, the search will apply to the current directory folder and its subfolders only. To go one level up, tap **Back**. To make the search apply to the entire corporate directory, do not enter (tap) any folder before the search is commenced.





**Chapter 4**In-call features





call.



### Calling participants to add them to an ongoing call (Multisite

Calling more than one using Multisite is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.





Proverites

Directory

History

Bertin Soles Office East

Bertin Soles Office East

Bertin Soles Office East

Bertin Togel

Proverity

Bertin Togel

Bertin Soles Office East

Once you have selected someone, tap **Start** to include this participant in the meeting.

3



Repeat the procedure to include more participants, if needed.

system permits to do so. Tap **Add** ...

The maximum number of participants possible will depend on the system used, consult your System Administrator, if in doubt.

Note that even voice-only participants may be added.





### Calling participants to add them to an ongoing call (Multiway

Calling more than one using Multiway is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.

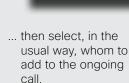


Rousides Provorties Directory History ##

Q. Berlin

| Add | Provorties | Provortie

Once you have selected someone, tap **Start** to begin including this participant in the meeting.







The call will now be transferred to the Multiway server and handled from there. This may take a little while...



Since the calls have been transferred to the Multiway server you are still in a point-to-point call, but now with the Multiway server as the far end. This applies to all the other participants as well.



The other participants must do the same to disconnect themselves from the Multiway server.



### Receiving another incoming call

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.





Assume that you are in a call. This call can be a point-to-point call or a multisite call. Furthermore assume that another person calls you.





### You may now:

- Tap Accept to include the incoming call in the conference.
- Tap **Decline** to carry on as you did.
- Tap Accept & Hold Current to accept the call, while at the same time put the current call on hold.
- Tap Accept & End Current to accept the call, while at the same time end the current call.
- Tap **Ignore** to carry on as you did, without sending decline signal to the other end.

Even an entire group can be put on hold, so the above options apply equally well to point-to-point calls as to multisite calls.

### Features when putting someone on hold

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.





You may now:

- · Tap **Swap** to put the other on hold instead.
- Tap **Join** to include the one on hold in the current call.
- Tap **Transfer** to connect the one on hold to somebody else.

If you are in a point-to-point call only, you may still put the other party on hold and transfer the other party to someone else.

See Transferring an ongoing call on page 23 for more.



### Transferring an ongoing cal

This is an optional feature that may, or may not, be present on your system. If in doubt, ask your System Administrator.







Then tap Hold (2)



If you are in a call with more than one, you may also transfer the one on hold to the other participant of the current call. If you do so, you will be disconnected from the call, but the others will stay connected.







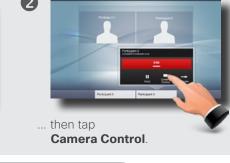




Adjust zoom and pan as required. Tap **Back** to exit.

This works in point-to-point as well as in multisite calls, but only on systems with remotely controllable cameras.





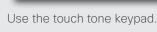


Adjust zoom and pan as required. Tap **Back** to exit.

Sometimes you may be urged to enter touch tones (DTMF) during a call, typically to reach extensions or to provide a pin code.









Tap anywhere outside it to exit.



During a call, or outside a call, tap More ...



... then tap Camera Control.



Tap an existing preset to make the camera move accordingly. To define presets, see ▶ "Adding a near end camera preset" on page 6.



### Sharing contents-conducting presentations

You may alter the screen layout when sharing contents—see the next page for more. You must be in a call to be allowed to do layout changes.



Make sure your presentation source is connected to the video system before you start.



Porticipon 1

... then select source by scrolling horizontally, if needed ...



Tap **PRESENT** to start sharing contents.



Tap again to gain access to the stop sharing contents menu ...



... then tap **Stop Presenting** to actually stop sharing contents.



### Layout control

This applies to multisite calls and to point-to-point calls with a presentation running.



You may alter the screen layout when you are in a call.

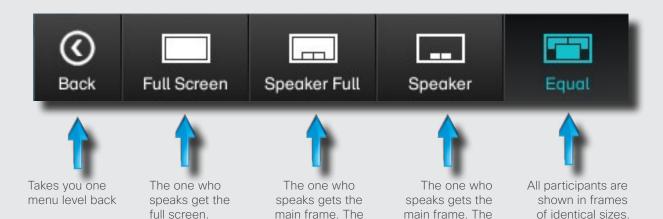
To do this start by tapping

More ...



... then tap Layout ...





others are shown

as PiP (Picture in

Picture).

When a presentation is included in a call, all participants will be shown **above** the presentation, instead of below. This will provide a better feeling of eye contact.

Full screen will show the presentation only.

Observe that changes to this set of layouts made by the TC-console utility are not supported and will be ignored.

shown.

Nothing else is

others are shown

as images below

the main frame



The video endpoints whose use is described in this manual can be configured via the touch screen controller or via its web interface. For full access to all configurable parameters the web interface must be used—the Touch Controller provides access to a limited set of parameters only.

## **Chapter 5**

The Settings

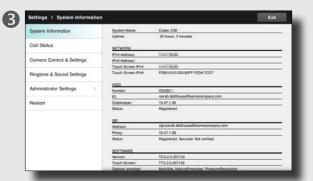


### Gaining access to the Settings

Access the Settings as follows:





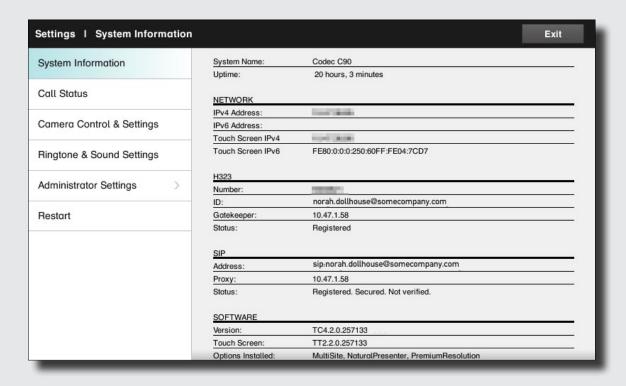


... and then you get access to the settings available. Observe that there are several other settings available, but these can be accessed from the web interface only. See the Administrator guide for your Cisco product. This guide is available for download separately.



### System Information

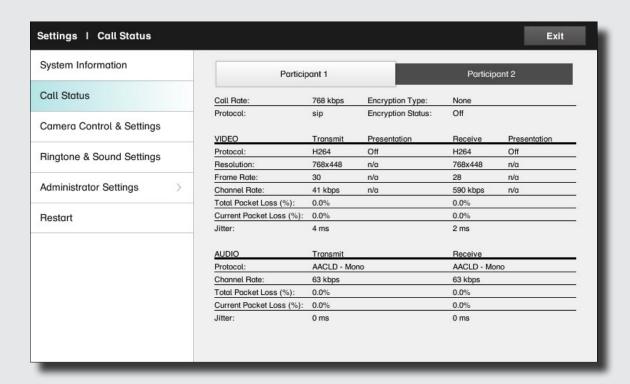
The **System Information** pane contains information on the system's software and hardware versions and connections, SIP and H.323 status etc.





### Call Status

The **Call Status** pane provides information on call rate, encryption, as well as important video and audio parameters.



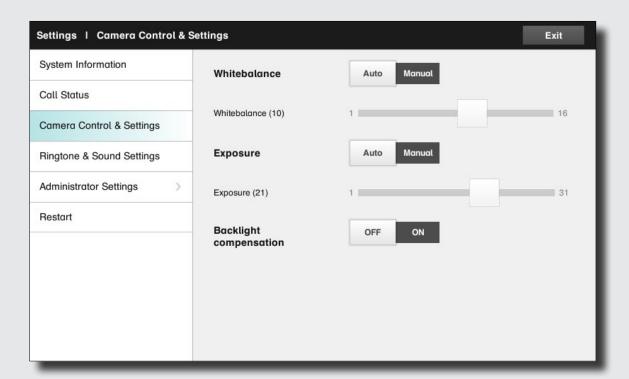


### Camera Control & Settings

The **Camera Control & Settings** pane lets you set the whitebalance and exposure of the camera. If you do not want to tweak this yourself, just leave it to the system by selecting **Auto**.

**Backlight compensation** comes in handy when there is much light behind you. Without compensation you will easily appear very dark to the far end.

Note how the settings chosen are indicated. In the example shown, Backlight compensation is set to Off.



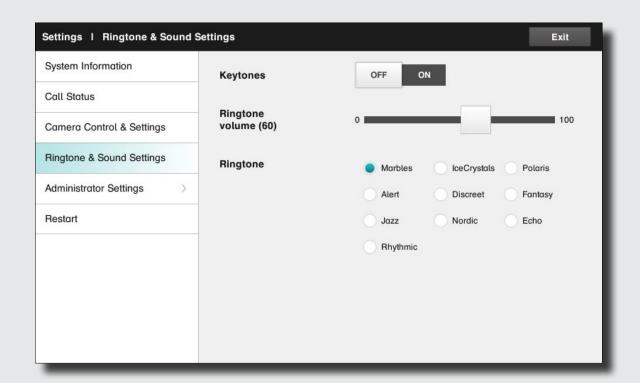


### Ringtone & Sound Settings

The **Ringtone & Sound Settings** pane lets you specify:

- Keytones on or off. When set to on you will hear a sound every time you tap a field on the Touch controller.
- Ringtone volume. How loud your ringtone shall sound.
- **Ringtone**. Select among several ringtones. You will hear a sample every time you tap a ringtone.

Note how the settings chosen are indicated. In the example shown, Keytones is set to Off.



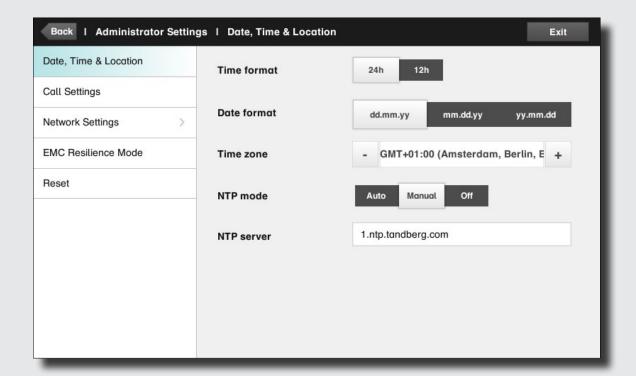


### Administrator settings-Date, Time & Location

The **Date, Time & Location** settings let you specify:

- 24h or 12h time format.
- Your preferred date format.
- Your preferred time zone.
- Whether date and time shall be set automatically or manually.

Note how the settings chosen are indicated. In the example shown, Time format is set to 24h.



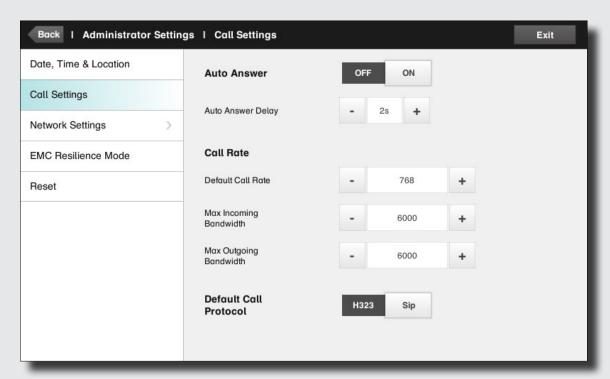


### Administrator settings—Call settings

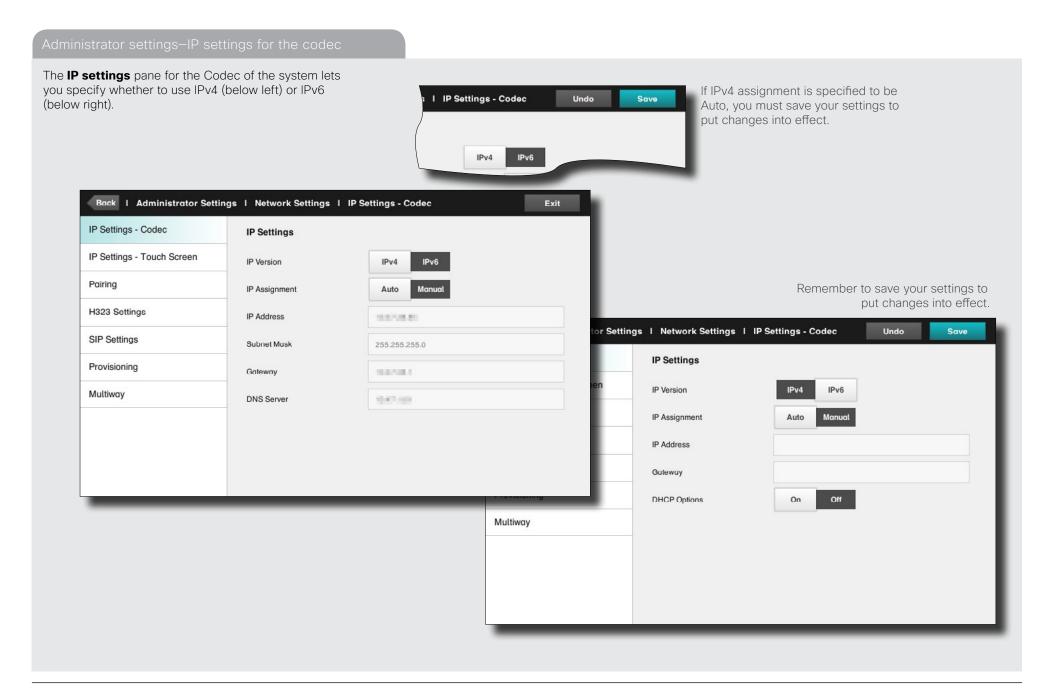
The **Call Settings** pane lets you specify:

- Auto Answer On or Off. If you set this to On, the system will respond automatically to incoming calls. Note that the microphone will NOT be muted. If risk of eavesdropping is an issue, you may want to set this setting to Off.
- Auto Answer Delay. Specify the time until your system actually responds to an incoming call.
- Default Call Rate. If your connection has limited capacity you may want to use this setting.
- Max Incoming/Outgoing Bandwidth. You may specify these separately. May come in handy if you are on an asymmetric connection.
- Default Call Protocol. Specify which protocol to use as default.

Note how the settings chosen are indicated. In the example shown, Auto Answer is set to Off.





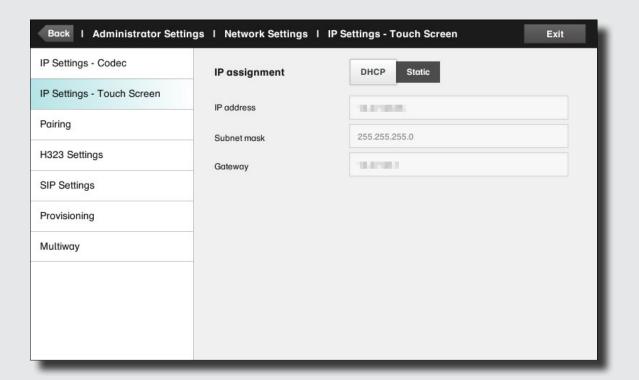




### Administrator settings-IP settings for the Touch controlle

The **IP settings** pane for the Touch controller of the system lets you specify:

The use of **DHCP** or **Static** IP addresses. If you decide to use **Static**, make sure you tap **Save** before leaving the menu.

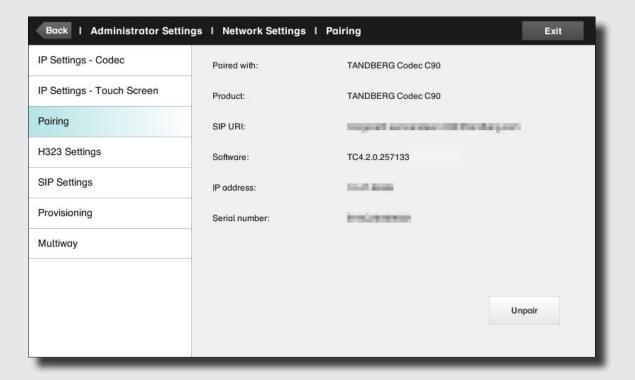




### Administrator settings—Pairing

The **Pairing** pane shows status on the pairing of the Codec and the Touch controller of your video system.

It also provides you with the option of unpairing the two.





### Administrator settings—H.323 settings

The **H.323 Settings** pane lets you specify:

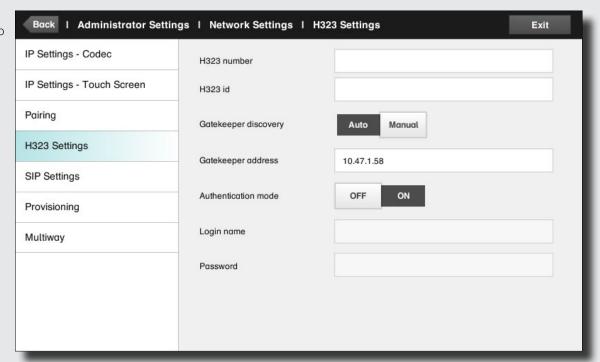
- An H.323 alias.
- Your **H.323** id.
- Gatekeeper discovery (Manual or Automatic).
- The Gatekeeper address must be specified by you if discovery has been set to manual.
- Authentication mode On or Off. If set to On, the video system will send Login name and Password to the Gatekeeper for authentication.

### In addition there are:

 Two fields to enter Login name and Password. The alphanumeric keyboard will appear whenever needed.

### Be sure to:

■ Tap **Save** to put changes into effect.





### Administrator settings—SIP settings

The **SIP settings** pane lets you specify:

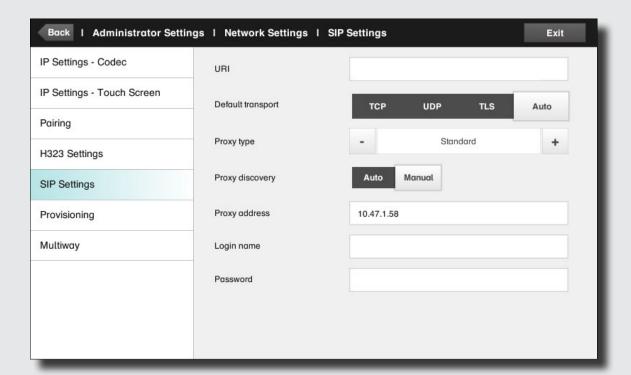
- Your URI.
- The Default transport layer, this can be set to TCP, UDP, TLS or Auto.
- The Proxy type can be set to Standard, Alcatel, Avaya, Cisco, Microsoft, Nortel, Experimental, Siemens.

The experimental setting is for testing purposes.

- Outbound is not used in this version.
- Proxy discovery can automatic or manual. In the case of manual the proxy address must be specified by you.
- Login name and Password is required by the VCS.

### Be sure to:

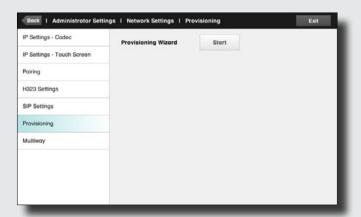
Tap Save to put settings into effect.





### Administrator settings-Provisioning

Provisioning connects you to Callway or VCS. When either of these were ordered and received from Cisco you should also have obtained the necessary information and codes. Just follow the wizard.









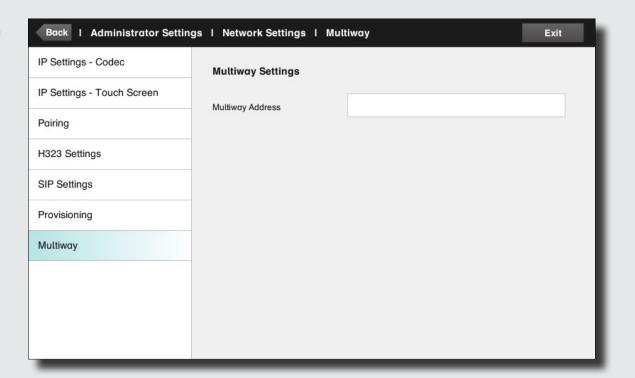


### Administrator settings-Multiway Settings

All endpoints using the TC series software offers Multiway as a means of creating video conferences with more than just two participants.

Note that a successful use of Multiway requires the presence of certain infrastructure products and installations. If in doubt, consult your Cisco partner.

This page of the Settings offers the ability enter the path to the Multiway enabled MCU. This is required to make the Multiway functionality work.

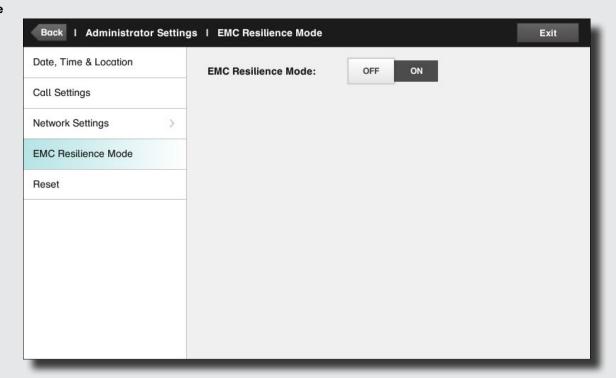




### Administrator settings-EMC Resilience mode

If the Touch controller is used in environments with considerable amounts of electromagnetic noise present, you may experience an appearance of false signals—as if someone tapped the Touch controller when nobody obviously did so.

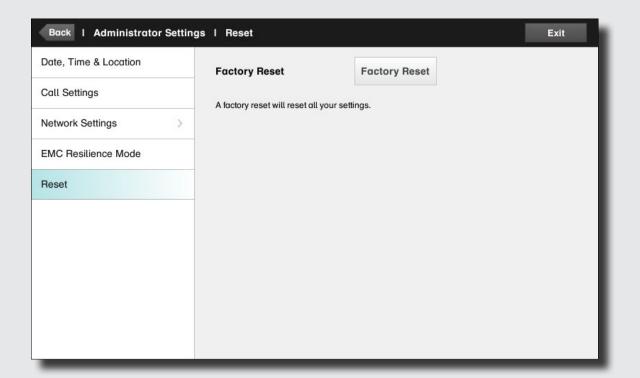
To cope with this you may set the **EMC Resilience Mode** to **On**. You must then press and hold for a little while, rather than just tap, in order to make the system aware of your tapping. This will avoid the appearance of false signals.





### Administrator settings-Reset

You may want to reset your video system. Note that you will loose all configurations, the call history and your local list of contacts. Release keys and options installed will be retained.





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